

## 2025 – 2026 YEARBOOK GUIDELINES

\*Click on the line for each area and then add information

Chapter \_\_\_\_\_ Chapter Number \_\_\_\_\_ Area \_\_\_\_\_

Chapter Yearbook Committee Chair \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Upon receipt of your yearbook, the committee will send an email for your records.

**DEADLINES:** Early Bird Award **emailed** or **postmarked** by November 1

On time **emailed** or **postmarked** by December 1

**Completed copy of 2025-26 Yearbook Guidelines enclosed with chapter yearbook**

**Essential information that is to be included in the Chapter Yearbook:**

\*Please complete the Yearbook Guide by providing **page numbers** to each of the items listed below.

\*Please arrange yearbook sections in **Guideline order**: I, II, III, IV, V, VI.

### ***I. Cover or Title Page Information***

\_\_\_\_\_ Legal name of the Society: The Delta Kappa Gamma Society International

\_\_\_\_\_ Chapter name, Chapter Number and Area (in upper right-hand corner)

\_\_\_\_\_ Chapter Location/Area

\_\_\_\_\_ Year(s) for which book is to be used

### ***II. International Information***

\_\_\_\_\_ Purposes and Mission Statement

\_\_\_\_\_ Current International officers and regional directors should be referenced online at:

[Administrative Board public \(dkg.org\)](https://www.dkg.org/AdministrativeBoardPublic.aspx) Please check the link to verify it is the Admin. Do not add names – Just list the website.

### ***International Headquarters Information***

\_\_\_\_\_ Mailing: 12710 Research Blvd., Ste. 230, Austin, TX 78759

\_\_\_\_\_ Telephone: 512-478-5748 Fax: 512-478-3961 Website: [www.dkg.org](http://www.dkg.org)

\_\_\_\_\_ Society email: [https://www.dkg.org/DKGSi/DKG Contact Us.aspx](https://www.dkg.org/DKGSi/DKGContactUs.aspx) (please verify this is the email link.)

\_\_\_\_\_ International Conventions, Regional Conferences and State Conventions dates and locations OR reference to online address to locate them

### III. *State Information*

- \_\_\_\_\_ Current state officers by referencing online: [dkgtxas.org](http://dkgtxas.org)
- \_\_\_\_\_ Your chapter's current Area Coordinator (addresses, phone number, email)
- \_\_\_\_\_ Coordinating Council Information if applicable for your chapter (chairman, address, phone number, email)

#### ***Texas State Headquarters Information:***

- \_\_\_\_\_ Mailing: P.O. Box 797787, Dallas, TX 75379-7787
- \_\_\_\_\_ Location: 6220 Campbell Road, Suite 204, Dallas, TX 75248
- \_\_\_\_\_ Telephone: 972-930-9945 Fax: 972-447-0471 Website: [www.dkgtxas.org](http://www.dkgtxas.org)
- \_\_\_\_\_ Theme and logo of Current State President

### IV. *ASTE F Information:*

- \_\_\_\_\_ Current ASTEF officers and directors by referencing online: [www.ASTEF.org](http://www.ASTEF.org)
- \_\_\_\_\_ What is ASTEF? Information page or reference to website address to locate it. This is found on Yearbook Committee page at [www.dkgtxas.org](http://www.dkgtxas.org)

### V. *Chapter Information*

- \_\_\_\_\_ Chapter Officers with addresses, phone numbers and emails (use area codes and zip codes)
- \_\_\_\_\_ Committees with chairmen and members
- \_\_\_\_\_ Past chapter presidents and their biennia
- \_\_\_\_\_ Charter members of the chapter and current status (active, transferred, or deceased)
- \_\_\_\_\_ Member's addresses, phone numbers, email addresses  
**(place directory in the back of the Yearbook)**

### VI. **Program/Meeting Information** (may be presented in table format for one-page glance)

- \_\_\_\_\_ Date, time, location of meetings
- \_\_\_\_\_ Project Information
- \_\_\_\_\_ Chapter program titles and brief descriptions: use an asterisk (\*) in the yearbook to denote at least four (4) programs using one or more of the Society's Seven Purpose(s).
- \_\_\_\_\_ Observance of Society's Founders' Day
- \_\_\_\_\_ Observance of Chapter Birthday Celebration
- \_\_\_\_\_ "The Delta Kappa Gamma Song"

**Possible Total Score: 30**

DEADLINE

Early Bird: November 1 (must be emailed by Nov. 1)

December 1 (must be emailed by Dec. 1)

***Additional Information:***

Chapters are encouraged to present yearbooks to their chapter members in electronic format. You may submit your yearbook in a **PDF File** for evaluation to the Yearbook Chair at: [DKGYearbook@gmail.com](mailto:DKGYearbook@gmail.com).

**When emailing the yearbook and guidelines, please use your Chapter name in the file.**

Example for yearbook: Omega Omega Yearbook 2025-26.pdf

Example for guidelines: Omega Omega Yearbook Guidelines 2025-26.pdf

Time stamp deadlines still apply for awards.

ONE COPY of the electronic yearbook should be submitted to the Yearbook Chairman for evaluation. Include completed yearbook guideline sheet with correct page numbers for each item as found.

Send a hard copy to:

Texas State Headquarters c/o Executive Secretary

P.O. Box 797787

Dallas, TX 75379-7787

**\*\*Please remove State and International information in order to make the yearbook less bulky for Archives storage.**

Send an electronic copy to:

1. Your Area Coordinator
2. Coordinating Council Chairman (if applicable)

Yearbook Chair: Angie Smith  
4904 Oak Glen Drive  
Orange, Texas 77632

Revised 7/15/25